



**King County**  
**IMMUNIZATION NURSE**  
**REGISTERED NURSE**  
**PUBLIC HEALTH – SEATTLE & KING COUNTY**  
**COMMUNITY HEALTH SERVICES/NORTHSHORE PUBLIC HEALTH**  
**Hourly Rate Range: \$21.71 – \$29.64**  
**Job Announcement: 04TA4650**  
**OPEN: 10/6/04      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1200, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Anne Shinoda-Mettler at (206) 296-9796 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Public Health-Seattle & King County Nursing Employment application, Applicant Data Sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Northshore Public Health Center, 10808 NE 145<sup>th</sup> Street, Bothell, WA 98011

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:**

- Conducts immunization status assessment and administers immunizations based on that assessment.
- Obtains specimens for pertussis cultures
- Maintains up to date personal knowledge of immunizations, international traveler's health, and communicable diseases in order to be resource for the community and provide communicable disease education to clients
- Maintains immunization inventory with detailed records
- Maintains vaccine supplies following strict protocol and keeping detailed records
- Maintains Child Profile records electronically
- Obtains health history, sexual histories, chief complaint, vital signs, phlebotomy, physiological assessment data, and developmental screening data.
- Conducts medical triage assessment with patients over the phone and in person
- Develops and implements appropriate nursing interventions and referral to other providers and community agencies based upon assessment data, patient needs and program guidelines.
- Executes prescribed treatments and medical interventions, administers prescribed medications such as birth control, emergency contraception and immunizations. Monitors and documents the patient's treatment progress and response.

- Uses appropriate medical record forms and documentation practices. Assists in obtaining appropriate patient consent for care, maintaining patient confidentiality and maintaining an orderly medical record according to State and Federal laws that govern health care information.
- Provides patient education to individuals and groups about health maintenance, management of acute and chronic conditions, HIV, and family planning including pregnancy options counseling.
- Responds to emergency situations with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
- Participates as a member of a multidisciplinary site team and with departmental immunization and communicable disease staff, to facilitate teamwork, improve patient care processes and outcomes and maintain an orderly work environment with efficient clinic flow.
- Participates in surge capacity response at site to communicable disease outbreaks.
- Participates and assists in the training and orientation of health care professional students and new employees.
- Establishes and maintains tracking and quality assurance/improvement systems for vaccine reminders; abnormal laboratory tests, and other assessment, screening and monitoring data for acute and chronic illness management.
- Provides for clinic maintenance by developing and maintaining systems that assure provision of adequate supplies, and maintenance, repair and calibration of clinic equipment.
- Maintains a safe clinic environment through implementation of standards and techniques of asepsis, infection control, safe disposal of biological and clinical materials and use of appropriate personal protective equipment.
- Demonstrates a working knowledge of applicable clinical practice guidelines, community standards of care and Federal and State laws and regulations.

#### **QUALIFICATIONS:**

- Knowledge of nursing process, skill in using a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation and referral.
- Knowledge of health care systems structure and function, (primary care services, community resources and private providers), allowing for appropriate client referrals based upon patient need and program guidelines.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, human behavior, psychosocial development, family and community systems) and alternative health care treatments.
- Knowledge of prescribed treatments and medical interventions, monitoring and documentation of the patient's treatment progress and response, referring to providers when indicated.
- Knowledge of infectious disease management, control and safety standards, techniques of asepsis, safe disposal of biological and clinical materials, and use of appropriate personal protective equipment, laboratory procedures including preparation and screening standards.
- Knowledge of Washington State law (WAC 18.79) relating to nursing care, federal health care regulations, clinical practice guidelines for patient care and community standards.
- Demonstrated communication skills that are clear, effective, respectful of differences, and facilitate patient care and team functioning (oral, written, and computer)

- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of equipment, supplies and materials needed for medical treatment. Familiarity with the systems required to maintain the supplies, repair, and calibrate clinic equipment.
- Knowledge of adult learning and health education techniques and principles including: reproductive health education, related services information, pregnancy options counseling and emergency contraception services.
- Knowledge and skill in time management, problem solving, multi-tasking, prioritizing and crisis intervention and case management.
- Knowledge of research techniques and principals and quality assurance/improvement systems.
- Skills in maintaining working relationships and working with diverse populations and cultures, can engage clients in a care plan.
- Skill in initiating appropriate emergency response.
- Knowledge and skill in medical triage, both in person and over the phone.
- Skill in working both independently and within a multi-disciplinary team.
- Demonstrated experience working with diverse populations.

***Licensing/Certification Requirements:***

- Requires current Washington State Registered Nurse license in good standing.
- Graduation from a National League of Nursing accredited school of nursing or the equivalent.
- Washington State Drivers License or the ability to provide transportation to work locations may be required.

***DESIRED QUALIFICATIONS:***

- BSN preferred.
- Experience with immunizations and/or reproductive health, STD prevention and education.
- Experience in an ambulatory care setting desired.
- Bilingual: Spanish/English desired.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- An offer of employment will be contingent on passing a pre-employment physical exam

***UNION MEMBERSHIP:*** WSNA

**CLASS CODE: 8337 SEQUENCE NUMBER: 80-8337-1894**